

POLICY 537 OVERNIGHT SCHOOL SPONSORED FIELD TRIPS

The Shrewsbury Public Schools will sponsor trips for students only when these trips specifically relate to curriculum or extra-curricular activities of a specific school. Trips which do not relate to specific curriculum or extra-curricular activities will not be sponsored by the schools. Teachers are not permitted to solicit students for any trip that is not sponsored by the school.

The School Committee shall approve overnight trips in excess of two nights upon the recommendation of the Superintendent. The Superintendent shall approve all overnight trips of two nights duration or less. The Superintendent shall approve all annual overnight trips in excess of two nights duration where the School Committee has previously voted to approve the said trip on at least two separate occasions.

Staff members proposing to take any group of students from the school for an educational or extra-curricular activities field trip are required to file such request with the department director and subsequently with the principal of the school for prior approval. A minimum of three months is required for submission of requests for approval. No solicitation of any kind or promises to students of a particular trip may be made in anyway whatsoever prior to the written approval of the department director and the building principal. The following items are required to be specifically and clearly written in the proposal:

1. Educational or extra-curricular purpose of the trip.
2. Curriculum unit or units related to the trip.
3. Proposed classroom preparation for the trip and proposed classroom follow-up after the trip.
4. Destination in detail.
5. Proposed dates and exact times of departure and return, including departure point and destination point.
6. Number of students participating.
7. Number and names of adult supervisors and ratio of supervisors to students.
8. Detailed itinerary including all aspects such as guided tours, sightseeing, free time, and any related matters.
9. Sample form to be given parents describing trip in detail, describing school rules in effect, consequences of violation of school rules, and parental responsibility for costs of students sent home from the trip; this form must have a place for a parent's signature and must be on file at the school.
10. Costs of the trip per student.
11. Sources of funding for the trip.
12. Any prerequisite accruing to the sponsor including prizes, stipends, tips, price reductions, gifts, or any other gratuities associated with acquisition of travel and/or accommodations.
13. Any trip requiring travel outside the U.S. or more than one night lodging will have an evening preparatory meeting between chaperones and parents at least three (3) weeks in advance.
14. Parents must release the school department and employees from liability arising out of the trip. Release forms will be on file in all building principal's offices.
15. Provisions so that all members of the class or group have a realistic opportunity to participate.

The proposal for any such trip must be signed by the faculty members proposing the trip.

Where travel requires out-of-state transport other than standard school buses, or where motel accommodations must be paid, the superintendent or his designee must receive a copy of such trip request for approval. The superintendent or his designee must procure any required services under the State Procurement Act. No perks for teachers or students will be allowed, except as specifically identified by the vendor through the procurement process.

A complete list of all participants will be submitted to the building principal prior to departure, insuring that a copy of the complete itinerary is on file at the school office. All foreign nationals will be noted for all international trips.

Adopted: 2/20/80

Revised: 4/10/91

Amended: 5/8/96